

Community Preservation Act Committee (CPAC)
Meeting Minutes
Thursday, October 15, 2009

The meeting was called to order at 7:10 pm by Peter Jessop, Chair, in the Community Room in the Police Department.

COMMITTEE MEMBERS IN ATTENDANCE:

Denise Barberet, Louis Greenbaum, Michael Jacques, Peter Jessop, Chair; Ellen Kosmer, Mary Streeter, Clerk; Vince O'Connor, Vice Chair; Stan Ziomek

COMMITTEE MEMBERS ABSENT: John Gerber

STAFF / OTHERS IN ATTENDANCE: Sonia Aldrich, Comptroller

Agenda

- Review financial status
- Discuss setting aside money in a reserve fund
- Status on sending out Request for Proposal Letter
- Approve any minutes

Review financial status of fund

We reviewed financials. Last year Town Meeting recommended \$646,574 in funding for projects. Sonia informed us that there was an estimated \$30,000 at the end of last year however the actual amount was higher due to some back taxes having been paid. We had estimated a State Match at 29% however we actually received 34% or a total of \$127,684. Estimates are made conservatively. The new tax rate gets set at the end of November. A 1½% surcharge (estimated at \$376,000) has been billed out. Even with these additional amounts, we will not have as much money to spend (or set aside in reserves) this year as we did last year.

Discuss setting aside money in a reserve fund

We discussed merits of setting aside a portion of CPA funds to be available for future projects. In the past CPAC has set aside \$50,000 two years in a row, but those funds have now been expended. Stan informed us of a potential purchase of land for recreation. Money may also be needed for potential affordable housing, open space, or the need to fund repairs in a historic building. Denise expressed concern about the backlog of historical projects. She would like to have a reporting of what has been done and where various projects are. This report could be updated in May or June as an attachment to the CPAC Report to Town Meeting. There was general agreement to this suggestion.

Status on sending out Request for Proposal Letter

We discussed deadlines for project proposals. December 10 is the date listed in the Request for Proposals letter. We should have everything in writing by Thursday before our January meeting. There are some valid reasons why a project may need to come in off schedule, especially when purchases of land are involved. There are different staffing capacities available to work on affordable housing vs. historic project proposals. We discussed the possibility of sending a letter to groups with proposals saying we've received the following proposals from your area. Please have them fully fleshed out by a certain date; otherwise we'd be disinclined to approve the project. Peter asked Denise to craft a draft of a letter. We decided to have meetings for Jan. 7 & Feb. 4 posted. Peter asked Mary to put the option to set aside an amount of money in reserves for future allocation on every project list so we don't forget this option. Vince suggested that we also stay aware of the percent of funds going to each area. Sonia will check with Jones Library Trustees to make sure they got the proposal letter.

ADJOURNMENT

A motion to adjourn at 8:25 pm was made and voted unanimously.

NEXT MEETINGS

Our meetings will usually occur on the third Thursday of the month from September through April. Our next meeting will be **November 19, 2009 at 7:00 pm** in the Town Room of Town Hall. Additional meetings are scheduled for Dec. 17, 2009 and Jan. 7 & 21, Feb. 4 & 18, March 18, April 15, 2010.

DOCUMENTS DISTRIBUTED

- Agenda
- Spreadsheet "Financial Status for CPA Funds" 10/15/09, 1 page

Respectfully submitted by Mary Streeter, Clerk
Minutes approved 12/17/09